

Gadsden County Citizens Growth Management and Planning Bill Of Rights

Submittal Requirements Check List

Applicants are responsible for Public Hearing Notice & Advertisements

The following items must be addressed and written verification provided with applications requiring Planning Commission review and Board of County Commission Approval pursuant to Ordinance #2010-05:

Check List

1. ____ Date of the CBR meeting (within 90 days of application).
2. ____ Copy of the Mailing List to Property Owners within 0.50 of a mile from the subject parcels
3. ____ Copy of receipt for mailing receipt verifying the date & number of pieces mailed.
4. ____ Copy of legal advertisement from the closest local newspaper: Twin City New (Chattahoochee), Gadsden County Times (Quincy), and Havana Herald (Havana).
 1. Gadsden County Times - advertising@gadsdenotimes.com
 2. Havana Herald - nick@havanaherald.net
 3. Twin City News - tcnews@fairpoint.net
5. The advertisement should include the following information:
 - i. A title. For example, "You are invited to attend a Public Meeting to discuss (development name & description) as required by the Gadsden County Growth Management and Planning Bill of Rights."
 - ii. A location map indicating the subject property and properties within a 0.50 radius or greater sufficient so that the location can be identified.
 - iii. The date, time, place of the meeting
6. ____ Copy of Sign-up Sheet with the Name, Address & Phone numbers of attendees
7. ____ A summary of the meeting that identifies issues raised and/or discussed and whether they were resolved or not; and, how the plans incorporated and/or resolved the issues.